

## FEC Operating Code

**FUNCTION:** To act as the primary conduit of information and ideas into and out of the faculty concerning all-college issues and policies; to oversee faculty governance and faculty participation in all-college governance; and to act as Faculty Observers of the Board of Trustees.

FEC fosters communication within the faculty, via both reports to the Faculty Meeting and organization of other faculty discussion meetings and forums, about all-college issues and policies. FEC, together with IPPC and SGA, is responsible for the proper constitution of all-college committees and subcommittees.

FEC is responsible for coordinating faculty committee work and for furthering democratic representation and committee efficiency. FEC is responsible for ensuring the proper constitution of faculty committees: it solicits nominations for, conducts elections for, and makes appointments to faculty and all-college committees; it provides advice and oversight of procedures regarding faculty appointments to search committees for senior administrative positions; and it maintains a list of all faculty members on all committees. In addition, FEC reviews operating codes of all faculty committees and maintains files of annual committee reports, and FEC is responsible for ensuring that the text of the Faculty Handbook appears and remains precisely as approved by the faculty.

FEC convenes the Committee of Committees (comprising faculty members of FEC, IPPC, CAPT, CAFR, CEPP, Curriculum Committee, FDC, and any current ad hoc committees whose presence FEC believes would be helpful to the Committee) at least twice a year to assess the interactions among member committees and between them and the administration, and to discuss ongoing issues and any problems in committee operations. FEC is then required to inform the faculty at large of the issues raised by the Committee of Committees.

Finally, FEC observes the on-campus meetings of the Board of Trustees, at the invitation of the Board, and reports its observations in writing to the faculty. (In addition, CAPT, CAFR, and the chair of CEPP meet annually with the Academic Affairs Committee of the Board of Trustees.)

**MEMBERSHIP:** Six faculty members elected to serve three-year terms, together with the three elected faculty members of the IPPC. The Committee will normally elect a chair from among the continuing members.

The Operating Code forms a set of guidelines for the functioning of the Faculty Executive Committee (FEC). It is prepared in order to provide a written description of how the FEC operates. These are only guidelines. Situations arise during the academic year that will require the FEC to use its best judgment, in the light of these guidelines, on a particular course of action. This Operating Code should be distributed to all members of the FEC at the beginning of each academic year and reviewed and modified at the end of each academic year.

### A. BEGINNING OF THE ACADEMIC YEAR TASKS

1. The Chair requests from the Dean of the Faculty a "Faculty Status List." The Chair must then determine all full-time members of the faculty who are eligible to serve on committees and vote in elections.
2. The mailing list of eligible faculty must be brought up to date.
3. The Committee Membership List must be reviewed to determine if any committee members need to be replaced for the academic year or for a semester. The replacements should be made as soon as possible. Committee Chairs should be asked to notify the FEC if they know of or anticipate needing any replacements and to deal with any vacancies that have arisen over the summer.
4. The Committee membership list is posted on the FEC Web-page at the beginning of the year.
5. The current schedule of elections should be circulated to all faculty members at the beginning of the year.
6. The FEC chair will participate in the new faculty orientation to introduce the new faculty to Skidmore's faculty governance system.
7. A representative of FEC should meet with student leaders and inform them of policy for information exchange between faculty committees and students governance. This discussion should include interpretation of key language (e.g., public information).

Several key faculty and college committees (e.g., IPPC, CEPP, IRC, Athletic Council, Curriculum Committee, etc.) include representatives from several constituencies within Skidmore's governance structure, e.g., the faculty, the administration, and the student community. The steady and accurate flow of information between these committees and their represented constituencies is essential to the proper functioning of College governance. In the case of communication with the student community, the normal vehicle for such exchange of information is through the student representatives on these committees.

In addition,

1. The Student Senate may request that the chair or other appropriate spokesperson for a faculty or all-college committee (on which students serve) meet with it to provide information and exchange viewpoints about committee matters that are public.
2. Following this information session, the Student Senate may choose to put the issue on the agenda for IPPC through their representatives.
3. As a result of its discussions, the IPPC may choose to provide input on this issue back to the original faculty or all-college committee.

Note: The privileges listed above for the Student Senate also apply to other constituencies in the College community, such as academic departments and administrative offices.

## B. MEETING GUIDELINES

Meetings of FEC will be run by the chair. Every other week, the six regular members of FEC will meet to conduct the normal operational business of the committee. At these meetings, questions of committee governance, Handbook amendments, elections, appointments, administrative queries, faculty meeting agendas, etc., will be the primary subjects of discussion and action.

Every other week, the nine members of FEC will meet. The primary purpose of these meetings will be to receive information from the three IPPC faculty representatives and address issues raised on IPPC. As appropriate, FEC will make recommendations to the IPPC representatives, and/or inform the faculty of developments and seek further deliberation through faculty meetings, faculty caucus meetings, or open fora. The chair will reserve rooms for faculty caucus meetings or open fora, and will notify the Dean's office concerning scheduled meetings.

### C. ELECTION GUIDELINES

A list of elected and appointed committees and a schedule of elections is at the end of this Operating Code. Generally, the responsibility to conduct each election round will be assigned to a different member of the Committee. FEC will conduct the elections electronically.

#### 1. Willingness-to-serve

Generally (excluding special elections) there is one round of elections in the fall semester and two in the spring semester. The dates for each round as well as the list of committees involved in each round are determined as soon as possible at the beginning of each academic year. The normal schedule of elections is attached at the end of this Operating Code and updated annually. At the appropriate time, a willingness-to-serve form should be distributed to all eligible faculty members via e-mail at the beginning of each round of elections. The WTS forms are prepared by the executive secretary in the office of the Dean of the Faculty (here and after the Executive Secretary). The members of FEC will review the WTS forms. A copy of this form should be kept by the Chair of the FEC for its Committee file. The form must include the following information:

- a. Date
- b. Name, function, and membership of the committee
- c. Names and departments of continuing members
- d. The number of faculty members to be elected and any restrictions on eligibility (including tenure status)
- e. Relevant information such as frequency of committee meetings, regular day of meeting, etc. (if available)
- f. Deadline by which the form must be received by the person running the election
- g. Name of the person to whom the form must be returned
- h. Space for faculty members to declare their willingness to serve: printed name and department

During the Willingness-To-Serve Period, the FEC member who is running an election will send out a daily update of the names of those who have expressed a willingness to serve.

A sample willingness-to-serve form is available from the Chair of the Committee. Generally (excluding special elections) there are four rounds of elections each year.

## 2. Final Ballot

The electronic Final Ballot is prepared by the Director of User and Academic Computer Services and should be distributed electronically as soon as possible after the results of the willingness-to-serve are determined, or as soon as possible after the deadline for the return of the willingness-to-serve forms. It is desirable that the person running the election should not be one of the candidates on the Final Ballot. However, the FEC recognizes that this may not always be possible and will refrain from strict enforcement of this policy in cases where it would result in denying an FEC member the opportunity of being a candidate. The Final Ballot should contain the same information as (a) through (g) in item I above. Faculty members who are candidates should be listed alphabetically by their last names together with their departmental affiliations. Faculty members are asked to vote for the number of people who are to be elected to the committee. If a faculty member votes for more than the requested number of candidates, that ballot is considered to be void and is not counted.

The positions are to be filled by the candidates receiving the highest number of votes while making sure that this results in a correctly constituted committee. In the event of a tie for the last position available in the committee, a run-off election must be held for the position.

A sample Final Ballot is available from the Chair of the Committee.

## 3. Announcing the Results

Director of User and Academic Computer Services and the executive secretary retrieve the electronic results. The Executive Secretary tabulates the results and informs the FEC members of the results electronically and in writing. FEC then ensures that the results produce correctly constituted committees, i.e., that restrictions of membership to committees by department or by tenure status are met. The outcome is then announced to the faculty. The announcement should include the date, the committee name, the names and departments of the elected individuals, the total number of Final Ballots received, and the term of service for each elected individual. A copy of this announcement should be sent to the Chair of the FEC for the Committee file. In addition, copies of the current election schedule, willingness-to-serve forms, final ballots, and announcements of results should be sent to the Office of the Dean of the Faculty for their records marked "for your information."

## 4. Record Keeping

All willingness-to-serve forms, final ballots, announcements of the results, and the tally sheets are retained electronically and in hard copy by the Executive Secretary for a period of three years, after which they are turned over to the Skidmore College archives.

## 5. Replacements

When a faculty member of an elective committee needs to be replaced, the replacement should be made, after consultation with the committee concerned, by following one of the two procedures described below. The consultation should focus on replacement procedure, not on replacement candidates.

a. A replacement may be elected as follows: a special election is to be held which follows the procedures outlined above under items I-V in this section, or

b. A replacement may be appointed as follows: the replacement should be the individual who received the next highest number of votes to those elected in the most recent election for that committee's membership, unless either that person declines or the appointment of that person would result in an incorrectly constituted committee. Because some committees place special requirements on membership, care must be taken that the replacement does not result in an incorrectly constituted committee. If necessary, the next highest vote recipient should be considered. This procedure is iterated until either the position is filled or until the list of potential candidates is exhausted. If no potential candidates are available, a special election must be held.

Procedure (b) is the usual procedure to follow for replacements for less than one academic year, unless there are no potential candidates to appoint. Procedure (a) is the usual procedure to follow for full-year (or longer) replacements. However, this guideline may be superseded by the FEC if in a specific instance a special election or some other alternative procedure is deemed to be in the best interest of all concerned.

## D. COMMITTEE APPOINTMENTS

1. FEC circulates willingness-to-serve forms for appointed committees to the faculty via e-mail. Faculty return the forms to FEC, indicating prioritized interest in service on specific committees. Appointments are made from among those willing to serve, balancing factors of individual interests, diversity of representation on appointed committees, and widespread inclusion of faculty members in committee service.

### 2. Consultative appointments:

In those instances where committee or subcommittee appointments are made by others in consultation with FEC, the following procedure applies:

- \*FEC requests lists of candidates under consideration.

- \*FEC requests a rationale for the recommended appointments.

- \*FEC provides its input as to the appropriateness of the appointments.

The appointing body retains the right to make the final appointments

2. In those instances where FEC makes appointments in consultation with other parties, the following procedure applies:

- \* FEC forwards a list of candidates to the appropriate person or body
- \* FEC provides a rationale for the recommended appointments
- \* FEC receives input as to the appropriateness of the appointments
- \* FEC retains the right to make the final appointments

Generally, newly elected FEC members are invited to omnibus appointment meetings in the spring.

#### E. OVERSIGHT OF THE FACULTY HANDBOOK

The FEC is charged with overseeing changes in the Faculty Handbook. The oversight is done in consultation with the CAPT, CAFR, SGA, and the Administration. The master copy of the Faculty Handbook is maintained by the Office of the Dean of the Faculty. The Outgoing FEC Chair must submit by May 15 any changes which have come to his/her attention over the course of the year to the Vice President for Academic Affairs. The Chair of FEC in coordination with the Vice President for Academic Affairs and, where appropriate, the President of SGA revises the Faculty Handbook in order to present the Handbook at the first fall faculty meeting. The revised Handbook then must lay over for one month before it is voted on. The Handbook becomes official only after the Faculty have approved the revisions. (Part One, XXI, describes the procedures for Handbook amendments.

#### F. COMMITTEE OF COMMITTEES

The Committee of Committees (C of C) is convened twice a year, for two sessions, in the Fall and in the Spring. The first session of the Fall, held in early December, permits FEC to discern the state of interactions among member committees and between them and the administration, and to discuss ongoing issues and any problems in committee operations. FEC writes up the minutes to this first session, omitting names, and sends the minutes to the President and the VPAA. Should the President and/or the VPAA decide that they would like to address issues raised by the C of C, a second session will be convened for that purpose in late January. The same procedure is followed in the Spring Semester, with the first session taking place in mid April, and the additional session in early May.

FEC then writes up an Annual Report of the C of C. The Annual Report is read into the minutes of the final Faculty meeting in mid-May.

#### G. BOARD OBSERVATION

The six regular members of FEC will act as observers to the meetings of the Board of Trustees. The protocols for Observers are as follows:

1. The Chair of FEC will request a schedule of an upcoming BOT meeting from the President's Office.
2. Observer duties on Board committees will be decided upon by the committee, and the Chair of FEC will send this information to the President's Office.
3. The Chair of FEC will obtain meeting binders when they are ready and make them available to observers.

4. Observers will take copious notes of their sessions and submit them to the Chair of FEC as quickly as possible. Confidentiality requirements will be observed by all observers.
5. The collected notes will be reviewed by FEC and then sent to the VPAA and the President to review for accuracy and with a view to operational needs of the College.
6. Any suggested emendations will be carefully considered by FEC, which will accept any changes that it deems appropriate for the operational needs of the College.
7. The notes will then be published, in password-protected form, for access by the faculty.

#### H. Faculty Caucus Meetings

FEC calls faculty caucus meetings once a semester or when faculty express a desire to hold a meeting to discuss a pressing issue. The meetings are an opportunity for faculty to discuss, as a body, issues of concern to the faculty. The discussions allow our committees to gain a sense of the faculty's opinions. Caucus meetings are run informally, and while those present may, if it is thought necessary, vote on resolutions, the results are not binding on the faculty. FEC may decide that a discussion would profit from the presence of administrators, so that they can hear faculty concerns or, when appropriate, address those concerns, and will accordingly invite administrators to attend some portion or all of a caucus meeting.

#### I. END OF THE ACADEMIC YEAR TASKS

1. The Annual Report of the Committee of Committees is read into the minutes of the final Faculty meeting.
2. In March, immediately following spring break, the FEC sends a reminder to the committee chairs to do the following:
  - a. File a written annual report and send a copy to the FEC for its records,
  - b. Update their Operating Code and send a copy to the FEC for its records,
  - c. Alert the FEC to the need for any sabbatical replacement on their committee,
  - d. Remind the faculty committees to select a chair for the following academic year,
  - e. Remind committee chairs to consult with any student reps who will be on their committees before scheduling meeting times.
  - f. Unless constituent committees of the Committee of Committees select a summer liaison to the Administration and inform the FEC of the liaison's identity, the chair-elect of the committee will be the summer liaison.
3. Circulate to the Faculty a copy of the FEC Annual Report, along with a list of those faculty elected or appointed to committees during the academic year.
4. Obtain from SGA a list of names of all students appointed by SGA to

committees, and inform the administrative assistant to the Dean of the Faculty and chairs of the relevant committees of their incoming student members.

5. Select a summer liaison and new Chair for the FEC.

## H. ARCHIVING OF COMMITTEE RECORDS

The Chair of FEC must keep the prior year's election results for the appointment of one semester committee replacements. The permanent records of the Committee are kept in the archives of the College.

## I. FACULTY, ALL-COLLEGE, AND SGA COMMITTEES

### 1. Elected:

- \* Faculty Executive Committee (FEC)
- \* Committee on Appointments, Promotions, & Tenure (CAPT)
- \* Committee on Educational Policies & Planning (CEPP)
- \* Committee on Academic Freedom & Rights (CAFR)
- \* Curriculum Committee
- \* Faculty Development Committee (FDC)
- \* Tenure Review Board (TRB)
- \* Honors Council
- \* University Without Walls Committee (UWWC)
- \* External Master of Arts Committee (EMAC)
- \* Athletic Council
- \* Institutional Policy and Planning Committee (IPPC)

### 2. Appointed:

- \* Committee on Academic Standing (CAS)
- \* Integrity Board (IB)
- \* Board of Appeals
- \* Diversity and Affirmative Action Committee (DAAC)
- \* Honor Code Commission
- \* Information Resource Council (IRC)
- \* Institutional Review Board (IRB)
- \* Institutional Animal Care and Use Committee (IACU)
- \* Safety in the Workplace Committee

## J. NORMAL SCHEDULE OF ELECTIONS

### Round One

Institutional Policy and Planning Committee (IPPC)

Committee on Educational Policies and Planning (CEPP)

Faculty Development Committee (FDC)

Honors Council (HC)

### Round Two

Committee on Appointments, Promotion, and Tenure (CAPT)



Curriculum Committee (CC)  
University Without Walls Committee (UWWC)  
Athletic Council (AC)

Round Three

Faculty Executive Committee (FEC)  
Tenure Review Board (TRB)  
Committee on Academic Freedom and Rights (CAFR)  
External Master of Arts Committee (EMAC)

Round Four

Appointive Positions  
Replacements for sabbatical leaves